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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Creation of a Secretarial/Clerical Management Advisory Group

Executive Registry

77- 10247/4

FROM: STAT	EXTENSION	NO.
Acting Deputy Director of STAT Central Intelligence		DATE 7 December 1977

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Director of Central Intelligence 7D 5607 Hqs				Sir: Thanks for the way you handled the enclosed memorandum on the matter of creating a secretarial/ clerical management advisory group.
2.				
3.		STAT		I asked ____ to put her thinking cap on concerning this matter. I thought you might like to see the results of her labor.
4.				
5.				When you return this to me we will undertake the implementation.
6.				STAT
7.				John F. Blake
8.				Atts: ER 77-10247, -/1
9.				Distribution: Orig RS - DCI
10.				1 - ADDCI 1 - ER
11.				
12.				
13.				
14.				
15.				

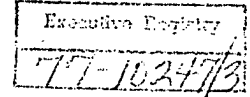FORM 3-62 610 USE PREVIOUS EDITIONS   ☐ SECRET   ☐ CONFIDENTIAL   ☐ INTERNAL USE ONLY   ☐ UNCLASSIFIED

6 December 1977

NOTE FOR: Mr. Blake

SUBJECT : Creation of a Secretarial/Clerical Management
           Advisory Group

1. You asked that I prepare a pro and con paper on the Clerical
MAG. I cannot think of too many reasons why the group should not be
established. I am in favor of such a group and think it can only be
beneficial.

2. I have listed here several pro and con factors. I have not
prepared a paper to go back to the Director because I would like to see
his approval stand. If you have reservations about such a group, I
would like to discuss them with you and I would be happy to prepare
a more formal paper for the Director.

Pros:

1. It would be a boost to morale:

a) Make clericals feel a part of the "team," since
the other advisory groups are mostly composed of pro-
fessional/technical personnel.

b) Make clericals feel that there is genuine concern
for and a systematic attempt to identify their problems
and find solutions.

c) Give clericals a forum to air their problems to
senior management.

2. It would be a forum for briefing a group of clerical
employees of some of the factors that impact on Agency personnel
policies and procedures, i.e. CSGA, classification and management,
etc.

Cons:

1. This could be perceived as just another group to surface
and "toss out" ideas for others to staff out.

2. The group could have a limited picture of Agency problems
and become more frustrated if their "narrow" view does not prevail.

3. It would take up a certain amount of time of the officer who would be their advisor.

4. It would require clericals to be away from their offices for meetings. This could create problems where there is only one secretary or one registry clerk, etc.

3. I see much of the clerical discontent as a lack of understanding on their part and a lack of communication on the part of supervisors. I think the MAG group would help to educate clericals to the kinds of things that go into decisions. I do not believe a separate clerical career service would be feasible and I think it would create more problems than it would solve. On the other hand, I think the MAG group will be helpful.

STAT

2